

State of Nevada IT Project Oversight Committee

Meeting Minutes for November 3, 2005

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: November 3, 2005
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN	✓	Barbara Middleton, Project Oversight Unit
Kathy Ryan, DoIT	✓	
Dave McTeer, IFS		
John Stewart, NDOT	✓	
Janet Pirozzi, DETR	✓	
Kathy Comba, DPS	✓	
Chuck Moltz, AG	✓	
Grant Reynolds, B&I		
George Trennin, DoIT	✓	
Ray Watley, DMV	✓	

Minutes –

The minutes from the 10/06/05 meeting were reviewed and approved.

Agenda Items and Discussion

1.	Agriculture Weights & Measures Licensing and Payment project (Initiation) The committee reviewed the monthly report and noted that the initial end date was incorrect. The project is still waiting for all the RFP vendor responses to come back. There was a risk that the vendor responses that would come back would be over budget; however, at this time this is an unknown.
2.	PUCN Electronic Filings and Records Management project (Initiation): The committee reviewed the monthly report and pointed out that it appears that where there was money overspent in software was making up for it in hardware. No high-level integrated project plan has been provided by the project manager.
3.	Review of the Education Bighorn project: The committee reviewed the monthly report and noted that requested resolutions to the committee were not clearly identified. No staffing or other crucial tasks appeared to be happening.

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4.	Review of the SOS Statewide Voter Registration System: The committee reviewed the monthly report to find that the project is behind schedule. The dates were missing on the IPR, the committee is uncertain what the target end date is. In reviewing the report, the committee was concerned that the system will be implemented even though UAT has not been completed. This appears to be risky.
5.	Closeout of the Taxation Unified Tax (Phase I) project: The committee reviewed the closeout report and commented on its excellence.
6.	Review of the Taxation Unified Tax (Phase II) project: The committee reviewed the monthly report and had no questions or comments other than noting that Vince Cherpeski, the QA manager, is taking over temporarily as project manager until a new project manager can be found.
7.	Review of the DETR Contributions Redesign project: The committee reviewed the monthly report. DETR will know by mid-November if the system can handle the new load and close out the project. If so, then a closeout report is requested for the December meeting.
8.	Review of the DoIT Microwave project: The committee reviewed the monthly reports and noted that the IPRs needed to change the target dates on Phase 2A and Phase III. The report was very good; however, the committee would like to know the status of Phase IV and its progress.
9.	Review of monthly Wildlife Licensing project: The committee reviewed the monthly report and discussed the BOE contract amendment and how the dates have been amended to now show May 2006.
10.	MHDS AIMS to AVATAR Upgrade project Phase 3: The committee reviewed the monthly report and noted that Phase III is missing cost information. The project manager has changed the project plan and schedule to accommodate the new hospital.
11.	Discussion items: (1) Barbara Middleton, project manager from the Project Oversight Unit, presented the revision of the new IPR form to the committee. The committee discussed the need for the IPR's various calculations, integrity checks for start and end dates, changes in column names, and definition of expenditures to date. (2) The committee discussed how to revise the risk assessment. Roberta Roth indicated that she would conduct a first pass on coming up with questions in different categories followed by other committee members providing their inputs. George Trennin to provide questions for the project management portion of the risk assessment.

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Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	PROCESS IMPROVEMENTS: Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Develop a template and guide for contingency plans. Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule. Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk.	GEORGE	Ongoing	
82.	7/1/04	Complete the list of questions the ITPOC will ask of project managers making their initial presentation to the committee.	ALL	Done	12/01/05
135.	09/01/05	Education Bighorn project: Ask for submission of integrated project plan which showed management of State resources which had been missing in Phase I.	Kathy	In Progress	

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

¹ *Action Item:* A commitment to complete an action or an assignment.

² *Decision:* Reaching a conclusion... particularly in response to a course of action.